

| REASON FOR | | | | | | POSITION DESCRIPTION COVER SHEET | |
|---|------------|--|-----------|--|---|----------------------------------|----------------|
| 1. NEW | | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER | | 3. REPLACES PD NUMBER | | | |
| RECOMMENDED | | | | | | | |
| 4. TITLE | | | | | 5. PAY PLAN | 6. SERIES | 7. GRADE |
| 8. WORKING TITLE | | | | | 9. INCUMBENT <i>(Optional)</i> | | |
| OFFICIAL | | | | | | | |
| 10. TITLE Insects Production Worker | | | | | | | |
| 11. PP | 12. SERIES | 13. FUNC | 14. GRADE | 15. DATE | 16. I/A | | 17. CLASSIFIER |
| WG | 5031 | | 04 | MONTH/DAY/YEAR | YES | NO | MS |
| | | | | 4-22-2002 | | | |
| 18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i> | | | | | | | |
| 1st | | | | 5th | | | |
| 2nd | | | | 6th | | | |
| 3rd | | | | 7th | | | |
| 4th | | | | 8th | | | |
| SUPERVISOR'S CERTIFICATION | | | | | | | |
| I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations. | | | | | | | |
| 19. Supervisor's Signature | | | 20. Date | | 22. Second Level Supervisor's Signature | | 23. Date |
| 21. Supervisor's Name and Title | | | | 24. Second Level Supervisor's Name and Title | | | |
| FACTOR EVALUATION SYSTEM | | | | | | | |
| FACTOR | | 25. FLD/BMK | | 26. POINTS | | FACTOR | |
| 25. FLD/BMK | | 26. POINTS | | FACTOR | | 25. FLD/BMK | |
| 1. Knowledge Required | | | | 6. Personal Contacts | | | |
| 2. Supervisory Controls | | | | 7. Purpose of Contacts | | | |
| 3. Guidelines | | | | 8. Physical Demands | | | |
| 4. Complexity | | | | 9. Work Environment | | | |
| 5. Scope and Effect | | | | 27. TOTAL POINTS | | | 27. |
| JGS for Insects Production Worker, WG-5031 (TS-25 dtd 6/73) | | | | | 28. GRADE | | 28. |
| CLASSIFICATION CERTIFICATION | | | | | | | |
| I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards. | | | | | | | |
| 29. Signature /S/ MARILYN STETKA | | | | | 30. Date 4/22/02 | | |
| 31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification) | | | | | | | |
| 32. Remarks Standard Job#5031-04 | | | | | 33. OPM Certification Number | | |
| | | | | | | | |

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

| | | | | | |
|-----------------|------------------------------|------------|----------------|--------------|---------------|
| 1. FUNCTION (1) | 2. DEPT. CD/AGCY-BUR-CD. (4) | 3. SON (4) | 4. MR. NO. (6) | 5. GRADE (2) | 6. IP NO. (8) |
| A/C/D/I/R | | | | 04 | |

B. MASTER RECORD

| | | | | |
|------------------------------|---|-------------------------------|--------------------------------|--------------------|
| 1. PAY PLAN (2) | 2. OCC.SER (4) | 3. OCC FUNC. CD (2) | 4. OFF. TITLE CD (5) | 5. OFF. TITLE (38) |
| WG | 5031 | | 0001 | INS PRODN WRKR |
| 6. HQ.FLD.CD. (1) | 7. SUP.CD. (1) | 8. CLASS STD. CD. (1) | 9. INTERDIS. CD. (1) | 10. DT. CLASS (6) |
| 1=HQ 2=FLD | 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA | 6=Leader WLGE 8=All Others | X=New Std. Applied Blank=NA | N=NO Y=Interdis |
| | | | | MO DAY YEAR |
| | | | | 4 22 02 |
| 11. EARLY RET. CD. (1) | 12. INACT/ACT (1) | 13. DT. ABOL. (6) | 14. DT.INACT/REACT (6) | 15. AGCY. USE (10) |
| 1=Primary 2=Secondary | 3=Foreign Svc. Blank=NA | A I=Inactive A=Active | MO DAY YEAR | MO DAY YEAR |
| | | | | |
| 16. INTERDIS. SER. (40) | | | | |
| (4) | (4) | (4) | (4) | (4) |
| | | | | |
| 17. INTERDIS. TITLE CD. (50) | | | | |
| (5) | (5) | (5) | (5) | (5) |
| | | | | |

C. INDIVIDUAL POSITION

| | | | | |
|---|---|---|---|---|
| 1. FLSA CD/PAY TABLE CD (1) | 2. FIN. DIS. REQ. (1) | 3. POS. SCHED. (1) | 4. POS. SENS. (1) | 5. COMP. LEV. (4) |
| N E=Exempt N=Nonexempt | 0 N 0=None 3=SF 278 4=OGE 450 | A=Sched A B=Sched B C=Sched C | 0=Excepted but not A, B, C | 1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk |
| 6. WK. TITLE CD. (4) | 7. WK TITLE (38) | | | 04IW |
| | | | | |
| 8. ORG. STR. CD. (18) | 9. VAC. REV. CD. (1) | | | |
| 1st 2nd 3rd 4th 5th 6th 7th 8th | 0=Position Action No Vacancy A=No Change | B=Lower Grade C=Higher Grade | D=Different title and/or series E=New Position/New FTE | |
| 10. TARGET GD. (2) | 11. LANG. REQ. (2) | 12. PROJ. DTY. IND. (1) | 13. DUTY STATION (9) | 14. BUS. CD. (4) |
| | | Blank=N/A Y=Yes | Slate (2) City(4) Cnty(3) | 15. DT. LST. AUDIT (6) |
| | | | | MO DAY YEAR |
| | | | | Blank=N/A 1=PAS |
| | | | | MO DAY YEAR |
| | | | | 4 22 02 |
| 18. GD. BASIS. IND. (1) | 19. DT. REQ. REC. (6) | 20. NTE. DT. (6) | 21. POS. ST. (1) | |
| N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG | 4=Sup./Program 5=RGE 6=Policy Analysis GEG | MO DAY YEAR | MO DAY YEAR | Y=Perm N=Other |
| | | | | |
| 22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) | | | | |
| Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev. | Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev. | Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change | 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos. | 9=Other |
| 23. DT. EMP. ASGN. (6) | 24. DT. ABOL. (6) | 25. INACT/ACT (1) | 26. DT. INACT/REACT (6) | 27. ACCTG. STAT. (4) |
| MO DAY YEAR | MO DAY YEAR | A 1=Inact. 2=Act. | MO DAY YEAR | |
| | | | | |
| 30. CLASSIFIER'S SIGNATURE | 31. DATE | | | |
| | | | | |

32. REMARKS

Standard Job #5031-04

Insects Production Worker
WG-5031-04
(Nonexempt)

Standard Job #5031-04

A. MAJOR DUTIES

Typical, but not all-inclusive, tasks are as follows:

Raises insects. Prepares rearing media, provides feed, controls temperature and humidity in incubator, and transfers adult insects to holding cages.

Separates insects into categories such as sex, species, or use in tests, and controls them to prevent their escape or intermingling.

Observes insect collections for obvious changes of life cycles, deaths, and general activity. Reports observations to supervisor or specialist.

B. FACTORS

1. SKILL AND KNOWLEDGE

Ability to follow such procedures as regulating temperature and humidity in rooms and incubators, cleaning and sterilizing equipment, preparing rearing media, and keeping cages secured.

Ability to catch and control insects individually or as groups and handle them without injuring them.

General knowledge of the type of specie or species the incumbent works with such as their appearance, life cycles, differences between the sexes, and general activity patterns.

2. RESPONSIBILITY

The employee receives assignments from the supervisor or higher graded employee. Follows established work methods and routines. Receives specific instruction on new or unusual tasks. Employee makes judgments as to whether the activity and appearance of the insect collections are abnormal. Work is checked for adherence to instructions and established methods and routines.

Insects Production Worker
WG-5031-04
(Nonexempt)

Standard Job #5031-04

3. PHYSICAL EFFORT

Constant standing and walking on concrete floors and moderate physical effort to lift and push wheeled tray, racks, and equipment.

4. WORKING CONDITIONS

Work is usually performed indoors. The employee is usually subjected to disagreeable odors and fumes, high humidity, and above average temperatures. Employee is also exposed to cuts or bruises.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: